

N G INDUSTRIES LIMITED
3RD FLOOR.17 CHITTARANJAN AVENUE
KOLKATA - 700 072.
Email:ngmail@vsnl.com

S K INFOSOLUTIONS PVT LTD
UNIT: N G INDUSTRIES LIMITED
34/1 A SUDHIR CHATTERJEE STREET
KOLKATA - 700 006
PHONE NO:033-2219-4815/6797
FAX NO : 033-2219-4815
Email:skcdilip@gmail.com,
skc@skinfo.in

5th June, 2013.

Dear Shareholder,

We invite your attention to the following points and request you to take necessary action(s) as applicable to you.

1. Dividend Mandate : In terms of Circular No.CIR/MRD/DP/10/2013 dated 21st March.2013 issued by SEBI,henceforth payment of dividend will be made through ECS/NECS/NEFT etc.

Accordingly,if you are holding shares in physical form,you are requested to send (as per the format given overleaf duly signed) your complete bank details along with a cancelled cheque to us the above address by 25th,july 2013 to enable us to credit the dividend amount directly to your bank account,In case you are holding share in dematerilised form,the same details may please be submitted to your depository Participant(if not given earlier).

Company is required to print the bank account details of the share holders on physical dividend warrant,in cases where either the bank details such as MICR/IFSC etc.that are required for making electronic payment are not available or electronic payment instructions have failed or have been rejected by the bank.

- 2.Email Registration:In accordance with Green Initiative as per circular issued by Ministry Of Corporate Affairs dated 21st April,2011,you are requested to inform your current Email ID in the following manner.

For shares held in Electronic Form: to your Depository Participant (DP).

For shares held in physical Form: to the Company or to the RTA at above address as given in the format given overleaf.

The Company will be sending Annual Report and other communications/documents required to be sent to its Members under Section 219 of the Companies Act,1956 by email to Members whose email address is registered.

If your email address is not registered with your Depository Participant/the Company,a physical copy of the Annual Report and other communications/documents will be sent to you as hitherto.

You can also change your instructions at any time hereafter and request the Company to send communications to you in physical form.The relevant documents will also be displayed on the Company's website.www.ngind.com.

3. Dematerialisation of shares :if you are holding shares in physical form, please take immediate action to demat your shares (since trading of shares of the Company is under compulsory Demat mode as per the regulation of SEBI). Dematerialisation will not only provide easy liquidity, but also safeguard the shares from any possible physical loss.

4. Unclaimed dividend :The shareholders who have not encashed their Dividend Warrant(s) are requested to send their Warrant(s) for payment. otherwise the amount will be transferred to the Central Government Account i.e. Investors Education and Protection Fund (IEPF) on expiry of 7 years from the date of transfer of dividend amount to unclaimed account.

We Shall be thankful if our valued shareholders take necessary action at the earliest.

Thanking you,
Yours faithfully
S K Infosolutions Pvt Ltd
REGISTRARS
Unit: N G INDUSTRIES LIMITED

N G INDUSTRIES LIMITED
Particulars of Bank A/c

1.	Folio No/DPID/CLID	
2.	Name of Shareholder	
3.	Bank Name	
4.	Bank Branch	
5.	Bank A/c No	
6.	Account Type	
7.	9 Digit MICR Code	
8.	IFSC code	
9.	Email ID	

Signature of shareholder